Director



November 19, 2004

Amendment No. 1

RFP No. 0506 - Environmental Consulting Services

Opening Date: 11/30/04 Opening Time: 2:00 p.m.

Notice to Proposers:

A Request for Proposal for the above was sent to you. Please note the following:

In Proposal Submission Requirements, C. Non-Conforming Terms & Conditions on page 4 of the RFP, it states Q1. that "contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document is subject to rejection as nonresponsive"; yet in the Format of Proposal Response, H. Exceptions, it indicates that "any desired exception to the terms and conditions of the RFP must be addressed to the specific RFP paragraph where it conflicts". Does this mean that exceptions can be taken to the terms and conditions but Waukesha County reserves the right to reject that proposal as non-responsive based on the exceptions?

A1: Yes, this is the correct interpretation.

Q2. There are no payment terms identified in the RFP. What are the payment terms for work completed for Waukesha County?

A2: The payment terms are usually net 30 days, however, a vendor can state otherwise.

In the Background section of the RFP on page 8, it indicates projects of approximately \$30,000 were completed Q3. between 2001 and 2004. Are these projects for identified outside the scope of this contract? Based on previous years, what is the expected value of the contract? Since you are looking for three consulting firms, the annual amount of work expected would be on the order of \$10,000, correct? Please define what types of services are (or are not) included in "consulting fees", i.e., does it include subcontracted lab or drilling fees?

The scope of services for the previous contract (2002-2004) is similar to the scope presented in this RFP. A3: The expected value of the first year of the contract for each selected vendor is approximately \$10,000 in straight consulting fees. Subcontracted services such as laboratory and drilling work are not included in this estimate.

Q4: Section IV, Scope of Work: Are there any certifications that the County will require in order to be responsive to the County's expectations (e.g. certified tank inspector, etc.)?

A4: Waukesha County would expect at a minimum that the selected firms would be Registered PECFA Consultants and have one or more Certified Site Assessors on staff to be responsive.

Purchasing Division

1320 Pewaukee Road, Room 370 Waukesha, Wisconsin 53188-2473 Phone: (262)548-7888

Fax: (262)548-7668

Amendment #1 – RFP 0506 November 19, 2004 Page Two

Q5: Section IV, Scope of Work, E. Contaminated Soil Excavation and Disposal Oversight: Will the selected environmental consulting firm be responsible for designing and subcontracting soil excavation services, or will they only provide disposal oversight?

A5: The selected firms may be asked to design and subcontract for the excavation, hauling and disposal services on remediation projects that are "stand alone". In the case of larger road construction projects, the environmental consultant may provide oversight of work performed by the construction contractor at contracted unit rates.

Q6: General: Are there any instances, perhaps due to the project size or complexity, where the County will solicit bids from firms outside of the three pre-qualified environmental vendors?

A6: All projects that have environmental issues are screened through our Environmental Division. Projects that are asbestos-related fall under a separate contract. All the rest would be bid out among the three pre-qualified environmental vendors that are under contract.

Q7: Do you also contract stormwater or erosion control permits? Is that part of this bid?

A7: Generally speaking, stormwater or erosion control permits associated with planned construction/renovation projects would fall within in the scope of the project design consultant and would be not be included in this contract.

Q8: Section VI. Vendor Responsibility: If a firm does not have five (5) years experience in all the requested service categories (A through F), will that firm's proposal be considered non-responsive?

A8: Yes.

Q9: The Site Investigation Report that we would like to submit as a refection of the quality of our work, is somewhat voluminous. Do you need seven copies of the report and do you want all of the appendices (boring logs, lab reports, etc.) to be included?

A9: It would be preferable to include those appendices that contain diagrams or tables along with the body of the report. The boring logs, lab reports or other submissions prepared by others are not essential. The intent of the evaluators is to rate those portions of the report prepared "in house".

Q10: We are supposed to list the sub-consultants that we will use if awarded the contract. I assume this includes tank removal, drilling, direct push and laboratory subcontractors. If this is the case, can we list more than one subcontractor for each category? Typically we request competitive bids for these subcontractor services for each new project. Also, PECFA requires that a minimum of three competitive bids for these services and that the lowest bidder be selected. Therefore, if a project is PECFA-eligible we would not know before-hand which subcontractor we would use as we would have to select the lowest bidder.

A10: Please include multiple subcontractors for each category as needed.

Q11: In the Insurance section of the RFP on page 14, it outlines the coverage required. The RFP does not identify other coverage such as Railroad Liability insurance that are not part of a general liability policy. Will all work completed under this contract be on Waukesha County land? Are there any special insurance requirements anticipated for this contract?

A11: At this time, the County does not require Railroad Liability Insurance. However, in the future, dependent upon the location of the project, this insurance may be required.

Purchasing Division

1320 Pewaukee Road, Room 370 Waukesha, Wisconsin 53188-2473 Phone: (262)548-7888

Fax: (262)548-7668

Amendment #1 – RFP 0506 November 19, 2004 Page Three

Q12: Section IX.G. Additional Information: The RFP requests an example of an Environmental Site Investigation Report. A report of this nature is usually quite voluminous with several appendices for laboratory reports, chain of custody, raw data, etc. Please clarify how extensive an example submittal is requested and if 1 original and 6 copies will be required.

A12: See response to Q9.

Q13: Section IX.G. Additional Information: The RFP requests an example of an Environmental Site Investigation Report. As our submittal will be an actual work product for a client, can a stipulation be made that this portion of our proposal remain confidential or would the County prefer that the example be restructured such that the actual site/customer remains anonymous.

A13: The preference of the County would be to remove the site/customer information so they remain anonymous.

Q14: Section IX.I. Cost: The requested cost information includes drilling and laboratory analysis. Recognizing that some of the consultant's activities will be performed under the PECFA program, should the cost presented in the proposal be established through bidding of commodity services consistent with the PECFA requirements?

A14: Please provide preferred pricing for these services as they would apply to non-PECFA eligible projects. If a project is being completed under the PECFA program, then revised pricing based on three bids will be requested.

Q15: In the Direct Push Soil Boring section of the Cost Proposal on page 17 there is a line item for 2-inch monitoring well completion. Does this refer to the completion of a monitoring well that conforms to the requirements of NR 141 or is this a temporary well installed in a geoprobe boring? Should this item be for 1" temporary well construction, since the installation of 2" wells with direct push boring equipment is not typically done?

A15: The line item should read for 1-inch temporary monitoring well completion.

Q16: A lump sum cost is requested for decontamination. Typically, drilling and direct push subcontractors charge a per hour rate for decontamination. Could you provide the number of hours we should assume for decontamination or can we provide a per hour decontamination cost instead of a lump sum cost?

A16: A per hour decontamination cost would be acceptable.

Q17: For the per foot costs we are supposed to provide for drilling and monitoring well construction on the COST SHEET, could you provide a maximum depth. Some drillers charge more per foot the deeper the borehole (i.e. \$11/ft from 0-25ft., \$13/ft from 25-50 ft, etc.) for drilling. Also, are we to assume split-spoon samples will be collected from the hollow stem auger borings, and if so, what sampling frequency should we assume (i.e. continuous, 2.5-foot intervals, 5-foot intervals)? Some drilling subcontractors charge extra for split-spoon sampling for a sampling frequency greater than 5-foot intervals. For the monitoring well construction cost, are we supposed to include the cost for the protective casing in the per foot cost, and if we are, should we assume the well will be completed at grade or above grade? The cost of the protective casing differs if the well is completed as a flush mount or stick-up.

A17: Maximum depth 25 feet. Sampling frequency every 2.5 feet, well completed at grade, protective casing per foot cost.

Purchasing Division

1320 Pewaukee Road, Room 370 Waukesha, Wisconsin 53188-2473 Phone: (262)548-7888 Fax: (262)548-7668

Last printed 11/19/2004 12:30 PM F:\WebSite\IIS\site\posting\RfpBid\Docs\\$ASQ522-1254.doc

Amendment #1 – RFP 0506 November 19, 2004 Page Four

Q18: In the Cost Proposal, a laboratory fee schedule is required but there are no parameters identified. Is there a list of analytical parameters that are required for this RFP?

A18: Use your best judgment based on the description provided on the cost sheet.

Q19: Are we supposed to provide a firm fixed cost for performing the Phase I Environmental Site Assessment Services? If this is the case, could you provide some information on the size and type (i.e. industrial, agricultural, residential) of property we should assume for the firm fixed price cost or should we provide several firm fixed price costs depending on the size and use of the property?

Q19: Please see last page of this amendment for the additional Phase I Site Assessment pricing sheet.

This amendment should be attached to your price proposal and submitted in accordance with the directions stated in the Request for Proposal before 2:00 p.m. on the opening date. If you have already submitted your response, your amendment must be submitted prior to 2:00 p.m. of the opening date in a sealed envelope and identified in the lower left corner as follows:

Amendment to RFP No. 0506 Opening Date: 11/30/04 Environmental Consulting Services

ANY PROPOSAL/AMENDMENT RECEIVED IN AN ENVELOPE NOT PROPERLY AND CLEARLY MARKED AS SPECIFIED MAY RESULT IN THE PROPOSAL BEING REJECTED. The County is not liable for any proposal submitted in an improperly marked envelope.

Sincerely,

Karen Schupmann Senior Buyer

This is to certify that I/we have read the above and have incorporated it in my/our response. I/we understand that the same terms and conditions of the Request for Proposal also apply to the above.

Signed:	Date:	
Name of Firm:		
Phone:	Fax:	
cc: file dept.		

Purchasing Division

1320 Pewaukee Road, Room 370 Waukesha, Wisconsin 53188-2473 Phone: (262)548-7888

Fax: (262)548-7668

ADDITION TO COST SHEET RFP#0506 – Environmental Consulting Services

Phase I Site Assessment				
Undeveloped land <10 Acres	LS	1	\$	
Undeveloped land >10 Acres	LS	1	\$	
Agricultural land and farm buildings<40 Acres	LS	1	\$	
Agricultural land and farm buildings>40 – 500 Acres		1	\$	
Commercial/Residential Building<30,000 sq. ft.	LS	1	\$	
Commercial/Residential Building>30,000 sq. ft.		1	\$	
Industrial/Manufacturing Building<30,000 sq. ft.		1	\$	
Industrial/Manufacturing Building>30,000 sq. ft.	LS	1	\$	

Purchasing Division

1320 Pewaukee Road, Room 370 Waukesha, Wisconsin 53188-2473 Phone: (262)548-7888 Fax: (262)548-7668